

Library Board of Trustees
Durham County Library
December 17, 2001

Attending: Bessie Carrington, Chair, Ann Craver, Jackie Hall, Carl Hodges, William McKee, Robert Otterbourg, Lauren Singdahlsen, Nancy Wardropper Elsa Woods, Board members; Dale Gaddis, Pam Jaskot, John McConagha, library staff; Wendell Davis, Assistant County Manager; Joe Bowser, County Commissioner.

The meeting was called to order at 3:35pm.

The minutes of the October 15th Board meeting were approved.

Communications

Ms. Gaddis shared various letters from library patrons.

Financial Report

Ms. Gaddis distributed the most current financial report, which runs through November.

Committee Reports

Policies and Standards Committee

Resources and Selection Policy - A motion was made to approve the Resources Selection Policy with the addition of a paragraph about special collections. The motion was seconded and approved.

Group Visits - A motion was made to approve the Group Visits policy. The motion was seconded and approved

Video Circulation Procedure - A motion was made to approve the Video Circulation Procedure with the age requirement for requiring parental permission to check out videos, changing from 16 to 18. The motion was seconded and approved.

Computer Use Policy – the committee reported that after discussing the impact of the Children's Internet Protection Act (CIPA) and the deadlines for e-rate funds, it has asked the Director and staff to develop further scenarios for compliance and public hearings.

Mrs. Carrington reported that the committee reviewed the Standard Gap Analysis and recommends that the full Board use the document in its determination of budget priorities.

Planning and Budget Committee

Ms. Craver reported on the strategic planning retreat, that outlined the four focus areas generated during the retreat; human resources, funding, facilities, program and program support. A sign-up sheet was circulated to Board members to sign up for committees. The committees will meet with Ernie Tompkins at least twice between January and March. Committees will draft issue and action statements.

Ms. Gaddis reported that the committee also discussed budget priorities and decided to recommend to the Board the scheduling of a called meeting in January to finalize the priorities prior to the preparation of the budget. The Board set January 14th at 10am as the time to meet.

Art Committee

Mrs. Wardropper reported that the committee has selected a bust of a young woman and an orb for purchase. Decisions need to be made where to house the artwork. A motion was made to approve the purchase of both art pieces. The motion was seconded and approved.

Board Development Committee

After lengthy discussion, a motion was made to recommend to the County Commissioners the revised bylaws as proposed by the committee. The motion was seconded; the vote was 7 in favor; 2 abstained.

External Relations Committee

A motion was made to approve the Annual Report written by Mrs. Carrington for submittal to the County Commissioners. The motion was seconded and approved.

Trustee Award Committee

Mrs. Singdahlsen reported that the Trustee Award was presented to Michael Henderson on Staff Day.

New Business

Jackie Knight, County Human Resources Director, presented information on the selection process for a new Library Director. She provided the Board with a job description, critical competencies and a time line. A search committee will be formed with the County Manager and the Library Board Chair selecting members. Ms. Knight recommended the search committee include 7 individuals. It was suggested when selecting members for the search committee to look at past boards and community members.

Old Business

Ms. Gaddis reviewed the status of site selection for the new branches. It will be late January before we are ready to request approval from the County Commissioners. Glen Whisler, County Director of Environmental Engineering, will be leading the process for selecting an architect, which should begin in January. The architect's scope of work will include building program, schematic and full design, construction drawings and construction management.

Library Foundation

Ms. Gaddis reported that Sandy Sweitzer is working with the Foundation Board to prepare for the annual appeal to be mailed this week. Foundation Board members have personalized many of the letters.

Friends

Ms. Woods reported that Nancy McNabb has resigned her position as book sale chair and that Carol Walters and Jane Goodrich have agreed to co-chair.

Director's Report

The Board reviewed the written report and had no questions.

Wendell Davis has taken on the task of reviewing countywide security issues. Currently he is evaluating a system-wide security report and will identify problems and suggest solutions. Securing funds to cover security costs is a problem; realistically speaking, the county can't afford the security needs.

The meeting was adjourned at 6:15pm.

Respectfully submitted

Dale Gaddis
Secretary